

TUTOR JOB DESCRIPTION

Position Title: Reading Tutor (Tutor 1, Tutor 2, Tutor 3, and Senior Tutor)

Reports To: Program Site Manager

Date of Job Description: May 2024

Reading Results Mission

Reading Results partners with schools to support students from systemically excluded communities in becoming successful readers. We believe that literacy is a basic human right, and we work to increase access and break down barriers through supporting students with an effective, individualized, culturally-responsive reading intervention program.

Reading by third grade is crucial to a child's educational development. Falling behind creates challenges that negatively impact a child's education and self-esteem for years to come. Reading Results is committed to helping struggling learners get on the path toward academic success and a brighter future.

Reading Results is striving to be an Anti-Biased/Anti-Racist organization. All members of the organization participate in ongoing ABAR work and are committed to fostering a climate of equity and inclusion.

Tutor Job Description

Reading Results Tutors:

- Work with students during the school day, delivering effective, individualized, culturally-responsive intervention designed to accelerate reading skills for early-grade elementary school students who need extra reading support. Reading tutoring takes place within the school day, three times each week for 2-2.5 hour sessions.
- Participate in training to develop an individualized learning framework and daily lesson plans for each student.
- Actively engage in ongoing training and coaching as provided by their supervisor (Program Site Manager).
- Are part of a school team and will support all team members and students through working toward the success of the full team, including school-specific professional development, collaboration and covering instruction for other tutors as needed.

New tutors will spend the first year with Reading Results learning how to implement the Reading Results Program. Tutors are expected to work in close partnership with the Reading Results supervisor and actively participate in coaching and professional development to achieve proficiency during their first year of employment and beyond.

Time Commitment and Duration

The average time commitment in the first year of employment is 7.5 hours per week spread over 3 days. There is an additional 20-30 hours of training time at the beginning of the academic year and ongoing professional development (1-2 hours/month). The duration of this position is Sept 2024 - May 2025. Tutors who meet performance essential standards will be offered positions in subsequent years (dependent on partnership service).

Essential Job Responsibilities and Outcomes

Reading Results Tutors will be responsible for helping the student they serve attain this level of achievement by:

- Delivering the Reading Results program with fidelity, and as directed by their direct supervisor (Program Site Manager).
- Advancing their own learning by actively and collaboratively engaging in ongoing, workplace professional development designed to support tutors toward achieving success as a Reading Results Tutor.
- Ensuring that every child understands that they belong in and can succeed in school. The ultimate goal is that every student served accelerates their reading proficiency.

Core Competencies and Qualifications

Qualifications for varying tutor levels are identified generally and ultimately at the discretion of the

Program Director. Reading Results practices in a robust promote-from-within practice and employees are generally promoted year after year as positions are available.

• **Minimum Education and Experience:**

- Tutor 1 - No experience necessary (\$18.50/hr)
- Tutor 2 - Two years of experience working with K-12 students in an academic setting; Or Bachelor's degree in Education and less than 2 years of experience working with K-12 students in an academic setting (\$20.00/hr)
- Tutor 3 - Bachelor's degree or related educational experience, and 2 years of experience working with K-5 students in an academic setting (\$21.50/hr)
- Senior Tutor - Bachelor's/Master's degree/Certified Teaching Credential or related educational experience, and 2 years K-5 classroom teaching or professional reading tutoring with experience teaching K-5 grade students with more than 1 student per session (\$24.00/hr)

• **Equity:** Provides service aligned with Reading Results efforts to be an Anti-Biased/Anti-Racist organization through demonstrating awareness, attitudes, knowledge and skills that foster a climate of equity and inclusion

• **High Standards:** Driven to achieve a standard of excellence with work and outcomes

• **Compliance:** Honors Reading Results and school district policies

• **Driven to support student success:** Is responsive, creative and flexible to a child's academic and behavioral needs

• **Coachability:** Receptive to feedback, willing to learn, embraces continuous improvement

• **Time management skills:** Plans ahead, punctual, reliable

• **Initiative:** Takes ownership of work, does what is needed without being asked, uses multiple strategies to support a student's success, regularly asks questions specific to accelerating student achievement

• **Collegiality:** Is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment

The above statements describe the general nature and level of work only. This is not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.